

ADMINISTRATIVE INTERNAL USE ONLY

4 FEB 1974

MEMORANDUM FOR: Acting Chief, Plans, Programs Branch

ATTENTION :

STATINTL

SUBJECT : OS Monthly Report

1. Attached are the Security Records Division (SRD) Work Measurement Statistics through January 1974 and the SRD detailed Statistical Report through January 1974.

① 1.2. Examination of the work measurement statistics shows a relatively small ~~decrease~~ <sup>change</sup> in those activities which make up the bulk of SRD work. These activities are Case Processing, Filing and Case Analysis. This probably reflects a trend of a slowly declining investigative case activity in the office. The indices activities which normally go hand in hand with the ~~above mentioned~~ <sup>SRD</sup> activities show an increase during the current period which is directly attributable to the heavy purging of the indices <sup>MENTIONED ABOVE</sup> which has taken place in the last few months. The communications activities statistics are distorted by the addition of the pouch manifest statistics. This was a new activity in FY-1974 but it has now been discontinued. The February statistics will no longer include pouch manifest statistics and therefore the communications activities statistics will be comparative to FY-1973's figures. The Computer Support and Compartmented Information activities indicate a real increase in work load over FY-1973.

PURGING PROGRAM.

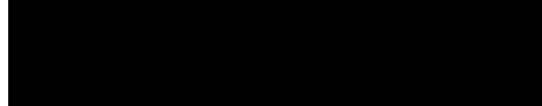
3. A review of the detailed SRD Statistics reveals January returning to normal after the sub-normal month experienced in December. It will be noted that the report form has been changed for Microfiche/Retirement activities. This was done to more accurately reflect SRD's current approach to this activity. In January of this year SRD

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discontinued retiring files to the Records Center and pulling back older files from the Records Center to be microfiched. The files are now reviewed and immediately microfiched and the Records Center holdings remain stable.



STATINTL

Chief,  
Security Records Division

Attachment:  
As Stated

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Security Records Division

WORK MEASUREMENT STATISTICS - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through January 1973		Cumulative Through January 1974		% Change + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
1. Case Processing.	1. Cases opened based on requests for a security clearance.	16132	10	15525	11	- 12.7 3.8
2. Indices Activities.	STATINTL [REDACTED]	100813	8	126274	7	+ 43.1 25.3
3. Filing Activities.	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, PSU requests, scope searches. STATINTL	491211	14	427429	12	+ 1.5 13.0
4. Computer Support Activities.	4. Collective total of [REDACTED] case searches, systems update transactions, CIB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions.	426905	10	552105	10	+ 29.4
5. Communication Activities.	5. Collective total of pouch manifest items, teletype, dispatch, Agency cable and non-Agency cable traffic handled.	37390	3	61169	4	+ 23.6 39.0
6. Case Analysis Activities.	6. Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	8592	5	8250	5	- 4.0

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Security Records Division

WORK MEASUREMENT STATISTICS - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through January 1973		Cumulative Through January 1974		% Change + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
7. Information Processing Division Check Activities.	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors and IPD checks levied on OS.	11731	2	8293	2	- 29.3
8. File Retirement Activities.	8. Collective total of files reviewed for retirement/microfiche, files retired, and files microfiched.	39417	3	24624	3	- 37.3
9. Microfiche Activities.	9. Collective total of pages prepared and files filmed.	52151	2	251623	9	+ 7.2 <del>+ 384.5</del>
10. Compartmented Information Activities - Recordkeeping.	10. Collective total of changes to master record, [REDACTED] and cable actions. STATINTL	175077	10	272479	10	+ 55.6
11. Compartmented Information Activities - Briefings.	11. Briefings/debriefings conducted.	1308	1	1442	1	+ 10.3
12. Outside Agency Name Check Activity.	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	48460	3	50029	3	+ 3.2
	Cumulative Totals	1409187	71	1799242	78	+ 16.2 <del>+ 27.7</del>

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Monthly Report

FROM:

EXTENSION

NO.

STATINTL

Chief, SRD

7338

DATE

4 February 1974

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

AC/PPB

2/4/74

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